



USOE - SIS 2000+

Edit Users

Control Master



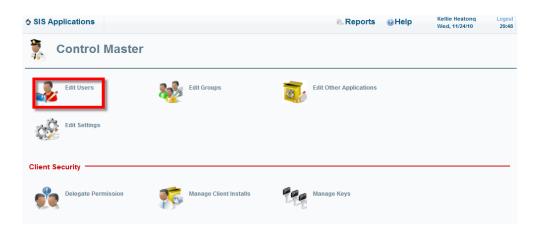
Control Master

Edit Users

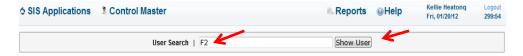
To edit a user, retrieve, change, or issue a password; or add a user to one or multiple groups for membership.



Click on "Control Master" icon



• Click on "Edit Users" icon



- Search for user by typing in name (Michael Jones) or user unique identifier - F number(faculty number- F2)
- Click "Show User"

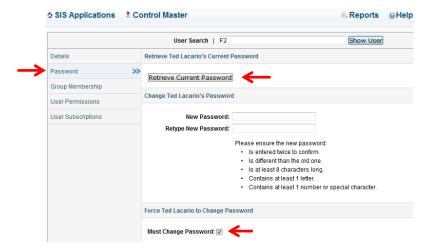




 This screen provides information about the user. This screen allows you to issue permission to select multiple databases, impersonate, and to verify if an account is locked.



• This screen provides the ability to retrieve a user's password, create a new password, and force a user to change their password.



- This screen is used to place the user in the group or groups based on the responsibilities they will need to get their job done. For example A teacher may only need to be placed in the "Teacher" group, but a Head Secretary may need to be put into "Administrator, Secretary, and Teacher".
- Click "Save" when done.
- Then proceed to "Group Edit" documentation to add user into the appropriate group.

